



CALIFORNIA UNEMPLOYMENT INSURANCE APPEALS BOARD JOB OPPORTUNITY

DATE: January 29, 2010

POSITION: **Senior Legal Typist**, Limited Term (24 months), Full Time
Twenty-four positions are available.

SALARY: \$ 2589 – \$ 3148 Range A **Position Action # 910-278M**
\$ 2894 – \$ 3516 Range B

LOCATION: **Statewide: Fresno, Inglewood, Inland, Los Angeles, Oakland, Orange County, Oxnard, Pasadena, Sacramento, San Diego, San Francisco, and San Jose**

POSITION DESCRIPTION:

Under general supervision, performs various clerical work of average difficulty, which includes general typing and other work as required.

- Transcribes verbatim ALJ decisions, which are dictated on cassette tapes and the Digital Dictating System.
- Prepares a wide variety of legal documents, including subpoenas, subpoenas duces tecum, affidavits, interrogatories, memoranda relating to code sections 413 and various analysis of cases of the Appeals Board, other administrative tribunals and the courts.
- Logs in decisions, determines time lapse and files accordingly,
- Updates case information in the computer as instructed by an ALJ.
- Performs other clerical work as required.

WHO SHOULD APPLY:

- Persons who are currently in the class of Senior Legal Typist or other classes within transfer range.
- SROA and Surplus employees will be given first consideration.

SUBMIT STD. 678 APPLICATION FORM TO:

CUIAB, Administrative Services

Attn: Susan Williams, Associate Personnel Analyst
2400 Venture Oaks Way, Ste. 400, Sacramento, CA 95833

PLEASE NOTE: **Please write PA # 910-278M, Senior Legal Typist, AND the location where you wish to work on your application.**

Applications without the above-listed information will delay consideration of your job application.

CONTACT: For more information about these positions, contact the appropriate Legal Support Supervisor II as follows:

Fresno: Tess Alarcon: (559) 440-5524
Inglewood: Traci Hoyd: (310) 337-4300
Inland: Linda Brown: (909) 987-2212
Los Angeles: Vicki Paraguya: (213) 897-5267

Oakland: Joann Byrne: (510) 622-3900
Orange County: Vivian Jacinto: (714) 562-5560
Oxnard: Stella Fajardo: (805) 485-5389
Pasadena: Linda Warren: (626) 304-7962
Sacramento: Linda Calvillo: (916) 263-6706
San Diego: Maria Hidalgo: (619) 521-3300
San Francisco: Susan Ambriano (415) 357-3801
San Jose: Susie Valenzuela (408) 232-3036

FINAL FILING: February 4, 2010

CUIAB is an equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.